



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 16, no. 15

GP 3.16/3-2:16/15

November 15, 1995

Volunteers Needed for Updating the Superseded List

The Library Programs Service (LPS) needs a few good documents librarians to help in updating the Superseded List. This LPS publication lists superseded materials that depositories may discard before the normal 5-year retention period. The last edition was published in 1992; and though updates have appeared in Administrative Notes and its Technical Supplement, a complete revision is now necessary.

LPS would like to work with a Superseded List Revision Committee to complete this important task. Committee members should have access to a large depository collection and should be able to work with tables in WordPerfect 5.1. Each committee member will update one or more sections of the list by SuDocs class. LPS will provide members with their section of the current list on a disk in WordPerfect 5.1 format, as well as more detailed guidelines. The expected target date for submission of revisions to LPS is April 1, 1996.

This is a special project that will benefit the entire documents community. Please volunteer by December 15, 1995.

If you would like to work on the Superseded List Revision Committee, please contact:

Sheila McGarr
Chief, Depository Services
Library Programs Service (SLLD)
U.S. Government Printing Office
Washington, DC 20401
Fax: 202-512-1432
E-mail: inspect@access.digex.net

Let her know if there is a particular SuDocs class or classes that you would like to work on.



SuDocs Letter: Destroy Board of Veterans Appeals CD-ROM

[The following letter was sent to all depository libraries in shipment boxes.]

October 19, 1995

Dear Depository Librarian:

The Board of Veterans Appeals has notified the Library Programs Service (LPS) that the CD-ROM publication, **Board of Veterans' Appeals 1992-1994 Decisions**, contains material in possible violation of the Privacy Act. This CD should be removed from the depository library collection and destroyed. LPS will distribute a corrected replacement copy to each depository selecting this item as soon as we receive them from the Board of Veterans Appeals.

Descriptive information on this publication:

Title: **Board of Veterans' Appeals 1992-1994 Decisions (CD-ROM)**

SuDocs Number: VA 1.95/2:992-94

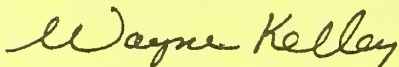
Shipping List Number: 95-0027-E

Shipping List Date: 7/7/95

Item Number: 0983-E-01

Please destroy this document immediately. LPS and the Board of Veterans Appeals regret any inconvenience resulting from the shipment of this publication.

Sincerely,



WAYNE P. KELLEY
Superintendent of Documents



NESE on CD-ROM Discontinued

[The following announcement was received from the U.S. Department of Commerce, Economics and Statistics Administration.]

October 16, 1995

Dear Federal Depository Librarian,

We regret to inform you that STAT-USA has recently decided to discontinue producing the National Economic, Social, and Environmental (NESE) Data Bank on CD-ROM. The August 1995 issue was the last issue we will be producing.

The NESE on CD-ROM was distributed to your library under the U.S. Government Printing Office's Federal Depository Library Program. The NESE item number was 0128-N.

Discontinuing the disc was a hard decision for us. We made this decision because, frankly, the NESE was not selling as well as we hoped. STAT-USA is self-funding--we do not receive appropriated taxpayer funds--and our products are continually being reviewed to see if sales justify the expenses involved in producing the product. Unfortunately, sales of the NESE were not high enough to cover our costs.

We regret that our decision may cause additional problems for your staff and your patrons.

We hope that you will continue to order and provide access to our other two products distributed through the Federal Depository Library Program:

Item 0128-L	The National Trade Data Bank (NTDB) on CD-ROM
Item 0128-P	STAT-USA on the Internet

Sincerely,

Bruce Guthrie
Customer Services Director
e-mail: bguthrie@doc.gov
phone: 202-482-3234



Cooperative Summary of the Day on CD-ROM Distributed

Cooperative Summary of the Day on CD-ROM (C 55.281/2-4:) was distributed to libraries under item number 0274-F-02. The 1993 base set includes 21 volumes, each one on a separate CD. The 21 1993 CDs were on shipping list 95-0034-E, dated August 25, 1995. The 1994 annual update was on shipping list 96-0004-E, dated October 20, 1995.

All geographic areas will be updated annually on one CD-ROM, starting in 1994 and continuing through the year 2000. The annual CD issues do not cumulate, and thus should be retained until the next multi-volume data set is produced.



New Contractor Producing Bound CR in Microfiche

A new contractor has been chosen to produce the Bound Congressional Record in microfiche: B&B Information and Image Management. Libraries selecting item 0993-A will begin receiving microfiche from this contractor in the near future.

The previous vendor, Information Resources, Incorporated (IRI) is in default for contract 0823-S. This company experienced persistent problems in producing and distributing the microfiche since the contract began early in June 1995. Depository libraries should continue to make claims for problem microfiche from IRI as necessary.



Library Programs Service Named Customer of the Year

The Government Printing Office's Library Programs Service (LPS) has been named "Customer of the Year" by an Alexandria, VA company that provides distribution services to Federal depository libraries.

Fairfax Opportunities Unlimited chose LPS for the honor "for the efforts they have made in the employment of individuals with disabilities," according to company president Janet Samuelson. The non-profit 24-year-old company provides a range of administrative and management support services to government, business, and industry in the Washington DC area, employing adults with severe disabilities.

The "Customer of the Year" award was presented to GPO representatives at an October 17 awards ceremony in Arlington. Accepting the award were J.R. Baumgardner, LPS Deputy Director, retired; and Carl Redd, Chief, Depository Distribution Division.

"We're very honored that Fairfax Opportunities Unlimited, which does work for so many agencies and businesses, selected us as its Customer of the Year," said LPS Director J.D. Young.

Working with LPS representatives, Fairfax Opportunities Unlimited staff adapted its systems to best meet the specific requirements of distributing often-complex shipments to depository libraries. There are nearly 1,400 depository libraries located throughout the nation and its possessions. Rapid turnaround is essential, as libraries strive to make the most recently published materials available to their patrons.

The Fairfax Opportunities Unlimited contract covers "separates" - items that require manual handling, packaging and labeling. Examples of handling are rolling maps and collating groups of bills. The shipment process includes picking up pallets of items to be distributed and mailing labels from the GPO loading dock, and ensuring packaged orders are shipped to libraries via the appropriate package delivery service.

Since the distribution contract began, Fairfax Opportunities Unlimited has handled 261,828 shipments to depositories.



Readers Exchange

Libraries Cooperate to Produce Traveling Exhibit

The Consortium of Rhode Island Research & Academic Libraries has organized a state-wide traveling exhibit publicizing state and Federal documents. Paula Azar of the Providence Public Library and Jenny LaPerriere of the East Providence Public Library sent the following news release on the exhibit.

Government Documents Exhibit Traveling to Public Libraries

Ever wanted to know more about the services of our Federal government..... then stay tuned to your local public library ... an exhibit is headed your way.

Entitled Business Information: Making Government Work For You!, this exhibit features information on subjects ranging from small business and economic growth to employment and training. Sponsored by the Government Documents Committee of the Consortium of Rhode Island Academic and Research Libraries, the exhibit will be traveling to 27 public libraries throughout Rhode Island to publicize the importance of national and local government information.

In Rhode Island, each state agency is required by law (RIGL 29-7) to give copies of its publications to the State Publications Clearinghouse which distributes the copies to library sites in the state. The Federal government has a similar program and has designated 12 libraries in Rhode Island to receive Federal publications. These 12 Federal depository libraries allow all Rhode Island residents free access to thousands of publications issued by the Federal and state government. To learn just what libraries are state and Federal depository libraries, visit the exhibit when it reaches your town or visit the Providence Public Library between April 1 - 22 during regular business hours where it will be on display in the new book area located on the first floor.

For more information, contact the exhibit coordinator ... Reference Librarian Paula Azar at the Library at 401-455-8088.



Electronic Transition in the Depository Library Program

Remarks by J.D. Young Director, Library Programs Service at the Fall 1995 Depository Library Council Meeting

Good morning and welcome to the new Council members. My remarks will be short and I will then turn it over to others to update you. First, I will give a few highlights from the early results of the Biennial Survey.

Biennial Survey: Early Returns

The 1995 Biennial Survey of Depository Libraries was distributed to all depositories by first class mail during the week of September 18. Data is being compiled using Teleform fax software. Many of the questions are intended to update the 1994 Electronic Capabilities Survey.

- To date, only 332 [23.9%] of 1,386 depositories have responded. The due date is November 1st.
- The survey shows that more libraries are keeping in touch electronically. In 1994, 63.3% monitored the GOVDOC-L listserv. In 1995, 74.6% do.
- Concerning the Internet, 302 of the 332 responding libraries have Internet for staff use; 223 have the World Wide Web. Only two libraries say they have no plans to acquire Internet.
- We are concerned, if the pattern of the early returns holds, however, about Internet tools available at work stations for the public. 22.8% currently do not have Internet access for the public and 15.6% say they have no plans for such access.
- 44.5% report being registered for GPO Access; 18.6% use another institution's gateway; 30% say they will register within the next 2 years, but 10.2% have no plans to provide GPO Access.
- 48.7% have not yet registered for the GPO Federal Bulletin Board.
- Over 90% have CD-ROM capability now, though 65 libraries say they do not use the CD-ROMs at all, but on the other hand, 59 say they use them more than 1.5 hours daily.

And the \$64,000 question:

- If electronic media and online services replace most paper and microfiche in the next 2 years, 8.7% say they would not retain depository status.

Sheila McGarr has asked me to remind you that the due date of November 1 is fast approaching. Please don't wait until the last minute so you can avoid constant busy signals.

Congressional study

This is by far the most challenging and most interesting period in Federal information that I have seen in my 25 years as both a player and an observer. The reason for this is obviously the use of electronic information. It is clear that change is occurring throughout the Government and crystal clear that our program must change to remain viable. Fortunately, I believe that we have the opportunity not to just be a player but to lead.

The Congressionally directed study which is titled "to identify measures that are necessary to ensure a successful transition to a more electronically based program" is the centerpiece for a negotiation involving access to Federal information the likes of which I have not seen before. It is important to keep in mind, however, that the title of this study is just one of seven bullets in the charter laid out in the Senate Report [see Administrative Notes, v. 16, #13, 10/15/95]. There are copies of that and other pertinent reports in your folder. The final language states "The study shall include a strategic plan that will assist Congress in redefining a new and strengthened Federal information dissemination policy and program." And that is what the negotiation is about.

The study was initiated by Republican staff members, and around one table we now have House and Senate Republican and Democratic staff from all the committees involved with information and Government, representatives from OMB and other Executive Branch agencies, representatives from Legislative Branch agencies, and representatives from the Judicial Branch. In my opinion, this is truly significant. I'm afraid I can't tell you what and how beneficial the results will be, but I can say that the opportunity to affect change is certainly at hand since our Program is the centerpiece and the Superintendent of Documents is the Study Chair.

Earlier, I used the term "access to Federal information." I believe it is very important that we begin to think now in terms of new terminology. In this regard, I see the terminology for the two key elements of our program being (1) information products and services, and (2) access. "Information products and services" encompasses the terms publications and documents and includes electronic files, databases, etc., as well as the physical electronic products such as CD-ROMs and diskettes. "Access" represents the customer or user and encompasses the terms distribution and dissemination and includes the availability of on-line or near-line electronic information. We are using the term near-line to mean CD-ROMs or optical disks which would be housed at a remote site in a juke box and picked from the juke box to be searched.

We have titled a new draft policy statement, that is here for review, "Electronic Information Access and Dissemination in the Federal Depository Library Program" [to be published in a future issue of Administrative Notes]. In that title, the term dissemination refers to CD-ROMs or diskettes that would be physically sent to and used in libraries.

However, this would change if the CD-ROM was mounted at a remote site for near-line access rather than being sent to you.

"Access," however, in my opinion, must mean one other thing. It must mean "usefulness." Our program is to make Federal information not only available, but useful, to the general public who paid for its creation. In this regard, this Depository Library Council and the library associations are the link with the ultimate user. You are in the best position to represent that user. I realize this is one heck of a challenge, but as you hear much more about this Congressional study from Judy tomorrow, you will realize what we are all being faced with.

To help us respond to our challenge, I have established an Electronic Transition Staff within LPS. The next three speakers will be members of that staff. The first will be Ric Davis, the head of the staff, who is a new kid on the block. Ric will tell you about himself and the task he is taking on. He will introduce Maggie Parhamovich and Raeann Dossett who are certainly not new to you. Following them, Robin Haun-Mohamed will update you on some of the operational things going on in LPS, and Judy Russell will talk about her area.



Electronic Transition Staff Update

Remarks by Ric Davis

**Head, Electronic Transition Staff
at the**

Fall 1995 Depository Library Council Meeting

Good morning. I am pleased to be here at the fall meeting of the Depository Library Council. To many of you, I am probably an unfamiliar face. I have been with the Government Printing Office for just over 3 years, and with the Library Programs Service for approximately 1 year. Prior to this time, I worked in the private sector at RJR-Nabisco and at Virginia Polytechnic Institute and State University, or Virginia Tech, as it is more commonly known. I graduated from the College of William and Mary with a Master's Degree in 1991.

Although my time at GPO has been relatively short, I have been part of many new and exciting challenges. This is a time of great change and transition as all of us are impacted by electronic information technologies. In recognition of these changes, the Library Programs Service recently chartered the Electronic Transition Staff (ETS). I am currently serving as the Head of ETS, and two staff members, Maggie Parhamovich and RaeAnn Dossett, are here today. Another current staff member, Joe Paskoski, whom I am sure many of you are familiar with as a depository library inspector, was unable to attend. We have plans to augment ETS with additional staff during the next year.

The primary purpose of the Electronic Transition Staff is to identify, assess, and implement information technology solutions, as LPS moves towards a more electronically based program. Our assigned tasks, in addition to those that will be discussed later in our presentation, include the following:

- 1) To develop electronic policies, procedures, and other documentation necessary to support the LPS mission, organization, and operations;
- 2) To determine types of electronic information products and services to be maintained for the FDLP at sites operated under the authority of the SOD and define requirements for depository library access. We will also initiate and participate in application research and development;
- 3) To design, develop, and implement "Pathway" services to facilitate access to Federal information;
- 4) To coordinate World Wide Web applications for LPS and the Documents Sales Service, and
- 5) To participate in implementing the recommendations from the "Report of the Serial Set Study Group," which was made available on October 7, 1994.

In accordance with these objectives, we have drafted a new policy statement, "Electronic Information Access and Dissemination in the Federal Depository Library Program." A copy of this policy statement has been made available to all of you for review, and we would appreciate any thoughts or comments you may have. This is a very important document because our planning will now be based on the policies expressed here.

At this time, I would like to briefly discuss some of the major elements of this policy statement. The basic tenet of the policy statement is that Federal information which has traditionally been distributed to depository libraries in paper and microfiche formats will be available instead via remote electronic access or will be disseminated in a physical electronic format for local access at a depository library.

This transition will occur as Federal agencies continue to originate and publish their information electronically, and through conversion of paper and microfiche publications by the Superintendent of Documents to electronic formats when it is deemed feasible and cost-effective. We have been receiving numerous announcements from agencies over the past three months in particular, stating that many of their publications will only be available in electronic formats in the near future.

This policy pertains to all U.S. Government electronic information products and services, except for those required for official or administrative use only, or those which are classified. It pertains to all libraries designated as Federal depositories under Title, 44, United States Code.

It is envisioned that information will be made available to the public through depository libraries in three ways:

First, via physical copies of electronic products disseminated to depository libraries. These products will include CD-ROMs and diskettes.

Secondly, via Internet and dial-up connections to sites operated under the authority of the SOD or another Federal agency. These connections will include both on-line access to timely, high use information and near-line access to lower use information.

Third, via "Gateway Libraries," which provide off-site access to electronic information at SOD and other Federal sites through depository library computer systems or those of partner networks in their areas.

In order to meet these commitments, depository libraries must offer users access to work stations with a graphical user interface, CD-ROM capability, Internet connections, and the ability to access, download, and print extensive documents. In particular, Internet capabilities will be critical for providing future depository services to the public.

Another expectation we have of depositories is that when Federal information is available at no charge at an agency site via Internet and is identified in SOD Pathway services, you are expected to provide free public access to that information.

A commitment we are making is to provide for long-term access to electronic information at sites under our authority as long as usage warrants. We will provide access and make sure that we minimize deterioration and assure technological currency. We will also coordinate with the National Archives and Records Administration to assure that electronic information which no longer warrants maintaining at SOD sites for the FDLDP is furnished to the National Archives. However, transfer of electronic information to the National Archives for permanent preservation is the legal responsibility of the originating agency.

Other commitments that we are making include working with Federal agencies to assure that electronic information encompassed in the scope of this policy is available to you. Also, when a Federal agency charges for its electronic services, every effort will be made to establish an arrangement whereby access will be provided at no charge to depository libraries.

Again, we recognize this as a time of transition from paper and microfiche distribution to an expansion of services required for handling electronic information. It is anticipated that similar, but more advanced, technical capabilities as outlined in the revised "Recommended Minimum Technical Guidelines" published in the January 15, 1995 issue of Administrative Notes, will become requirements for all depository libraries by 1998.

The application of this policy statement will continue to ensure that electronic access will be available through the FDLDP at no charge to depository libraries or to the public.

This new policy establishes guidelines for access and dissemination. The old SOD 13 will continue to address paper and microfiche publications. Our next task is to begin work immediately on another SOD statement that will establish policy guidelines for types of publications that should be converted by the Superintendent of Documents to electronic

formats. We already have significant input from Council on this and look forward to working with you until this task has been completed.

I will now turn the program over to Maggie and RaeAnn, who will provide you with more information regarding their work on the Pathway service, which is another key element of our overall policy. Thank you for your attention, and I look forward to working with each of you as we meet the challenges posed by the electronic information age and make this transition together.



New Roles in the Depository Library Program

Remarks by Maggie Parhamovich Internet Specialist, Electronic Transition Staff at the Fall 1995 Depository Library Council Meeting

This morning we are discussing new roles. This is a new role for me as a member of GPO. GPO is developing a new role as we focus more attention on access rather than dissemination. Depository librarians are assuming new roles as you develop procedures to access electronic information and train patrons in the use of computer technology. The Electronic Transition Staff needs advice and input from Council to make this a smooth transition.

As Ric mentioned, providing access to electronic government information will be essential in the coming years for depository libraries. The current trend in the information field is to provide timely, electronic information to the general public. This is clearly illustrated by the proliferation of Internet providers, development of commercial web pages, including shopping and entertainment, and bundling of software such as web browsers with Windows 95. The Internet is beginning to develop "depth" in that more significant information is available via the Net and more people are using the Internet as a resource for commercial and government information.

Yet, you cannot effectively utilize the Internet's resources unless you are able to find the information you need. Fortunately, we are seeing the development of indexers such as web crawlers and search engines to assist individuals in finding electronic information. We need to apply this technology to government information as well. In order to facilitate the development of depository libraries as electronic centers of government information, it is necessary to create finding tools to assist in locating government information. Pathway Services is being developed by the Library Programs Service to assist depository libraries in locating electronic government information. Pathway Services continues the traditional role of the Government Printing Office in providing a central catalog of records and indexing tools to government documents, only we are tailoring these services to an electronic environment.

Pathway services will utilize advanced indexing, search, and retrieval tools to identify, describe, and dynamically link users to Federal electronic information. Pathway will be an evolving system since indexing and Internet technology is constantly changing. We need to bear in mind that our services will change as technology changes.

Pathway will link to Federal Internet sites which are operated by government agencies or in cooperation with government agencies. Pathway will analyze only government electronic sites. These sites are defined as .gov and .mil Internet domains, and sites which are operated as official government databases in cooperation with private companies or universities such as the State Department files located at the University of Illinois at Chicago.

Pathway will link to the sites by two methods. One is the indexer which will index electronic government sites. Raeann and I refer to this component of Pathway Services as "Scout." By querying Scout, an individual will be able to find specific government information on their topic. This is similar to other web indexers or crawlers, only it will be limited in its scope to only government information.

The second aspect of Scout is to categorize government sites by Subject Bibliography subject terms. This browse feature will be effective for those who want to see what is available. Pathway Services provide depository libraries and the general public with flexibility in searching for government information. Users can search for specific keywords or browse to see what general information is available on government servers. Raeann will go into more details regarding Scout.

Scout is the first and primary component of Pathway Services, but we must go beyond finding information and begin to investigate content. We will begin to provide narrative information on Federal sites specifically to identify what information is available at that particular site. Pathway Services will attempt to build relationships with other agencies as we point to other Federal sites and solicit information regarding that site. The future plan for Pathway is to develop procedures for identifying and cataloging government information sites. GPO will identify specific documents for long-term access and provide catalog records for those documents.

Pathway Services is an ambitious project and will take a couple of years to fully implement. During these changing technological times, it is also difficult to predict what Pathway will be like even within a year. It is important for us to remain flexible and aware of current technology in order to develop a system which is transferrable to the next generation of software, Internet, and computers.

Raeann and I are with GPO for one year to jump start the project and to set the foundation for future developments. We will keep you informed of our progress and will continue to work with GPO and depository libraries in developing services which support depository libraries in this electronic era.

Now I will turn it over to Raeann who will address the specifics of the Scout indexer.



Scout for Government Information on the Web

Remarks by Raeann Dossett Internet Specialist, Electronic Transition Staff at the Fall 1995 Depository Library Council Meeting

Scout is the working name for a group of Internet tools that will present a web-based interface for searching Federal government information on the Internet. We aren't using this designation because we want to introduce jargon into the project, but as a way to keep this aspect of the larger Pathway Services project distinct from the other components Maggie delineated for you. I hope the term Scout is useful in that regard this morning.

If you are familiar with web tools such as Lycos or InfoSeek, you already have a good idea what Scout is going to do. Those tools allow you to search the Internet, especially the World Wide Web, by using keywords and various operators, such as Boolean operators. As a piece of software, Scout will look similar to these existing tools.

Behind those looks, however, Scout will deal with quite a different set of information. Instead of trying to broadly index the entire Internet, we will focus Scout specifically on government information on the Internet. In general, this will mean restricting its activities to sites in the .gov and .mil domains only (e.g., www.access.gpo.gov, www.navy.mil). I say 'in general' because we will make exceptions for official government sites housed at educational (.edu) or other sites outside the .gov and .mil domains.

Here is a sketch of the software pieces that will comprise Scout:

- A web crawler OR a broker/gatherer: This is the tool that will go out on the world wide web at our direction, obtain information about the content of Internet sites, and bring that information back home. That content will be:
 - documents or files
 - ASCII SGML GILS
 - HTML PDF
 - directory level information for groups of documents or files stored in various Internet protocols
 - FTP gopher
 - WAIS HTTP
- That information will be filtered through another piece of software that will discern the filetypes and create a fielded database.
 - fields such as:
 - Titles URLs Keywords
 - Originating agency

- A database search engine. It will perform boolean searches, as well as allow for natural language queries. You will be able to limit your search to a particular field, such as title, originating agency, and URL.
- Finally, because Scout is a web-based tool, Scout will provide an active link to the information resource--click on the URL and you go there.

Beyond restricting the scope of Scout to government information, and going into those domains as deeply as possible in search of actual content, we will be able to manually enhance the records in this database to make it more useful to depository libraries. We will be able to add additional fields, such as a title tracing field for products that have historically been supplied in paper format. We will also be able to augment existing fields--providing keywords in addition to those created automatically, for instance.

Currently, we have a prototype Scout running at GPO, and we're evaluating additional software packages. Since Maggie and I are on a tight deadline--we only have 10 months left at GPO--we're proceeding on this project as fast as possible. We hope to be putting the system through a beta-test within the next six weeks. You all will be able to see it as soon as we complete the requisition process for the software, and work out all the major functional kinks.

I hope this gives Council more information about this aspect of the Pathway Project. We would welcome comments from Council, and from members of the audience, on both our plans for the system and its usefulness as it evolves over the next few months.



Depository Administration Branch Update

Remarks by Robin Haun-Mohamed

Chief, Depository Administration Branch

at the

Fall 1995 Depository Library Council Meeting

I'm pleased to be here to update Council on activities in the Library Programs Service (LPS) associated with traditional services and resources. It's been a long time since April and much has happened, including Congressional hearings and agency cutbacks. Most of these will have a direct impact on the operation of the Depository Administration Branch (DAB) as it will throughout LPS. It is truly an interesting time to be a part of Library Programs Service and the Federal Depository Library Program.

Staff

To begin this morning I would like to say that Betty Jones, Chief, Cataloging Section 2, of the Cataloging Branch, is here with us and will be demonstrating a new prototype of the Monthly Catalog on CD-ROM this evening in this room at 7:30 p.m.

Tad Downing regrets that he is unable to be here but encourages you to provide comments to Betty with regard to our most recent prototype. In addition to her duties as a section chief, Betty is part of the MOCAT products development team. She will be pleased to answer your MOCAT related questions during the conference.

I would also like to advise you that Jay Baumgardner, Deputy Director, Library Programs Service, retired from GPO, effective September 30, 1995. He was instrumental in helping to clear up the microfiche backlog. He will be missed by all in LPS.

A year and a half ago, I was chosen as Chief of the Depository Administration Branch. I thought I knew many of the problems as I am a former documents librarian and a former library inspector. In looking back today, and to put it bluntly, I knew nothing. I continue to learn from the librarians in the depository community, who are not, I might add, afraid to let me know their needs and views. I also draw on the resources from some of the long time staff in the LPS, including valuable assistance provided by Sheila McGarr and Gil Baldwin.

DAB continues to struggle to maintain the right mix of resources to deal with backlogs in classification of publications for microfiche conversion and depository inquiry forms. In addressing one backlog, the other continues to grow larger. Since 1993, we have lost three staff members who classified publications, and two library technician positions. In light of the direction to cut staff, these positions may not be filled. In addition to the staff cutbacks, we are also taking on many additional duties, as are library staff throughout the country. The move to a more electronically based program requires us to change procedures for identifying and acquiring publications. In many cases a publication cannot, and should not be acquired, but hopefully can be identified and located. The Electronic Transition Staff are

leading this effort, but we continue to relay information about publications that we find through our regular acquisitions process.

Acquisitions

In looking at the LPS distribution statistics for FY 95, there has been an increase in paper publications and electronic publications. The number of microfiche titles has remained fairly consistent. The increases are due in large part to efforts by the Acquisition staff responding to fugitive publications inquiries from documents librarians. I appreciate your input and rely on this mechanism to help us to fulfill our mission as it exists under 44 U.S.C.

Shipping lists

Recent changes in the automated system have allowed us to implement changes for the shipping lists. All shipping lists will now follow the same format that has been followed in the past for paper and microfiche shipping lists. The use of the "S" and the "E" to identify separates and electronic shipping lists began with shipping lists created after October 1, 1995, the new fiscal year. We have also begun numbering shipping lists effective with the change in the fiscal year. The last shipping list numbers for 1995 will be included in the October 31 issue of the Administrative Notes Technical Supplement (v. 2, #10).

In August, DAB staff completed the first set of requirements for Phase II of the ACSIS online system. These requirements set forth instructions for allowing the shipping lists to be prepared utilizing the online system, and the mechanism to transfer these lists in an electronic format to the Federal Bulletin Board on a regular basis. It will still be some time before the programming is completed and the shipping lists are actually available in this format, but we are looking forward to automating this process.

Another change in service is posting of shipping lists to the U.S. Fax Watch service for all shipping lists produced on or after September 1, 1995. This service should help libraries obtain copies of missing shipping lists. This service includes paper, electronic, separates, and microfiche shipping lists. The DOE, DMA, and USGS shipments are not currently available via this mechanism. U.S. Fax Watch has proven to be an extremely popular service. If libraries are having any problem obtaining missing shipping lists from the Fax Watch service please let me know, or contact Laurie Hall at (202) 512-1062. Her e-mail address is staf3dab@access.digex.net.

Separates

We continue to struggle with the problems associated with separates shipments. There were many problem lists this summer and part of this has been due to lack of staff (we are trying to fill a data preparation clerk position that has not been filled since the end of April) and part of it is due to the complex way the separates are processed. Recent changes in the process (implemented during the last 4 weeks) should allow us to improve our performance. As always, if you perceive a problem with shipments, please contact Carl Redd or myself as soon as you notice the problem. The longer a library waits to notify us the longer it is before the publications are sent to the library.

E-mail

LPS has been connected to Internet e-mail since April 1994. What a difference it has made in everyday operations. I used to be able to get my diet Pepsi in the morning before 8:30 (I still haven't learned to drink coffee), but now I'm lucky if I get it before 9:30 as I try to do e-mail first thing. Just a reminder to all who send e-mail, it is really helpful when you include your depository number and your e-mail address in the body of the message. And a name is usually helpful also. Although the message usually has the sender's address, it is not always in the correct format, and I often have e-mail returned as undeliverable due to case sensitive addresses.

GOVDOC-L

LPS subscribes to the GOVDOC-L listserv for many different accounts, but I do not have it come to my address. DAB uses the general address, acqclass@access.digex.net to review GOVDOC-L. And while we try to look at it every day, sometimes we cannot due to problems with the commercial Internet provider that we use or due to other events (Packwood diaries coming in, etc.). A recent discussion on the School District Data Book highlighted the need to have librarians direct some of the general inquiries to LPS. One depository librarian saw the discussion and sent a copy to me for review. I appreciate the librarians' use of the "cc" function to notify LPS of concerns and needs for general listserv discussions.

Congressional study

DAB staff are actively involved in "the Study". I am working on four tasks, including the Serial Set, the Bill Service, publications not traditionally included in the FDLP, and publications that in the past were included in the FDLP, but are now available only online via a fee-based service. DAB staff are also extensively involved in the Superintendent of Documents policy revisions. Currently, I am working with Steve Hayes, Susan Dow, and Debora Cheney on a review of the SOD policy for electronic resources.

Item number breakout

One of the other areas in which DAB staff are continuing to work is the item number breakout project. There has been a mixed response to breakouts of item numbers from libraries located throughout the country. Some librarians really like the process, and some do not. We are trying to maintain the middle ground and are looking at specific requests for breakouts, but are generally focusing on the List of Classes database for inconsistencies and clean-up rather than a comprehensive breakout scheme at this time. Again, staffing limitations have played a role in this shift of emphasis.

SuDocs classification

In the August 15 issue of Administrative Notes, I announced the change in policy to not research duplicate SuDocs number inquiries for pre-1976 publications. Our ACSIS online system only goes back to the 1976 tape load. The same people that work on the classification backlog work on the inquiries, are support staff for "the study", and are

working on processes to identify electronic publications, etc. I do realize the impact on regional library collections, but at this point, I feel that acknowledgement and recognition is the best I am able to offer. For those publications that are truly important, and you must use your best judgment, let me know on the inquiry form that it is a pre-1976 publication, but that you believe it must be researched. My staff have been instructed to look for these requests, and they will be placed with the other inquiries for review as time permits. All other pre-1976 requests that we still have will be returned to the requesting library.

Electronic publications

A couple of updates on electronic item selections in light of the shift to a more electronic based program. The GPO WAIS server has 549 libraries selecting the Congressional Record, 552 libraries selecting the Congressional Bills, 558 selecting the Federal Register, 488 libraries selecting the GAO reports online, and there are 341 libraries selecting the Federal Bulletin Board.

DAB staff are excited about the near future possibility of making the List of Classes available on the GPO FTP site. EIDS is in the process of updating the FTP platform, and when it is completed, the List of Classes will be available and updated on a monthly basis.

There are over 490 libraries signed up for STAT-USA. Access to this very useful service has been hampered by problems with the registration procedure. I ask for your continued patience with the assignment of passwords. It is a first where depositories have been provided access to a non-GPO, fee-based service, at no charge to the depository libraries. STAT-USA has also lost staff members, the completion of the authorization number database has taken some time. It is now complete. If you have not received notification of your authorization number, please contact me and I will check the status of your library's account.

One other thing about STAT-USA. The NESE CD-ROM is being discontinued. The August 1995 issue was the last one. This is being done in part due to lack of sales and a lack of participating agencies to provide material for inclusion on the disc.

I recently participated in a discussion group organized by the Census Bureau to discuss the information needs of the library community when the data is available mostly in an electronic format. Census intends to develop a database to replace most printed Census publications. This system is named the Data Access and Dissemination System (DADS) and was the subject of a series of focus groups to look at the needs of users for Census Bureau information in the future. Ten other members of the library community also attended this focus session, including two Council members and several depository librarians. The development of this database is being done because of the cutbacks in funding.

Presently, Census anticipates charging users for access to the database, but they are concerned about the public's ability to access this database. Free access for the public through a FDLDP access point may be one way to ensure continued free public access. The librarians that attended the focus group will be sent a summary of the group's discussion and an overall summary of the discussion for all eight focus groups.

Congressional briefing

I also recently met with staff from the House Documents Room to explain depository item selection and the location of libraries selecting the House and Senate reports and documents. This was necessary because of the recent reorganization of the House Documents Staff into the Congressional Resource Center. They now have a very real limitation on the number of copies they can distribute, and they wanted to be sure the information about depository libraries they were providing to the public was as accurate as possible. I explained the regional system and urged them to have the patrons call the library before driving over to take a look at the publication.

Priority shipments

Recent discussions in LPS have called into question the need to continue having a "Congressional" or priority box. I seek Council's advice on this issue. Most publications arrive in the receiving area and are placed in a "box". Literally a box. When the box is full, it is closed and sent for classification and then to the Information Processing Unit for shipping list preparation. This full box constitutes a regional shipment, which is one shipping list.

Some publications, mostly Congressional, are not placed in the general category box, but are placed in a Congressional box. It is given priority for classification and shipping list preparation. Congressional shipments are generally shipped within 72 hours of receipt in the receiving section. Other hot publications, such as those covered in the media, are also placed in this box; thus it is a priority box, not simply a Congressional box. Is this priority system useful to the libraries, or should these publications go in line with the other publications?

Bound Congressional Record microfiche

One final update. Information Resources Incorporated (IRI), the contractor for the Bound Congressional Record in microfiche, is now in default for this contract. The new contractor is B&B Information and Image Management, and we began sending shipments late last week. Please continue to notify LPS of any problems with the IRI produced fiche. Librarians need to continue to make claims to IRI for any problems. The depository community was very helpful in watching for problems with this complex publication and notifying LPS of the problems. Because the problems were caught early, Term Contracts is working closely with LPS to ensure the past problems are corrected either by IRI or by a subcontractor at IRI's expense.



Preserving Digital Information for Future Users

by Dan Clemmer

[Distributed at the Depository Library Council meeting, October 1995.]

We have no assurance that today's information in digital formats will be available and accessible 20, 50, or 100 years from now. Although librarians and preservationists are concerned with the issue, it is generally true that producers of digital information are not.

The problems involved in preserving information in paper formats are well-known. With enough resources--money, expertise, and personnel--the deterioration of paper-based information can be arrested and preserved indefinitely. Books and periodicals reside on shelves and are indexed in card, electronic or book catalogs; and, in most instances, copies of the same book title or periodical issue can be found in many libraries. There is every reason to feel confident that books and periodicals will be around for a long time and that people will be able to find a copy of what they want. Furthermore, information in paper format are readable without the aid of technological devices.

Finding usable digital information, however, is another story. Today's electronic media--diskettes, tapes, CD-ROMS, etc.-- may not be viable tomorrow if today's hardware and software are not also available. In the 1960's, for instance, the type and format of computer tapes used for census returns became obsolete a few years later. Consequently, there were only two machines in the world that could read the data tapes from the 1960 census: one in the Smithsonian and the other in Japan. Fortunately, the 1960 census records were converted to a more standard format that could be read by other machines.

If public electronic information is to be saved for future users, regular conversion of electronic information to formats that can be read by successive migrations of hardware and software will be necessary. Regular conversion will also ensure the preservation of the electronic information itself. Who will do this? Depository libraries? None but the largest are likely to have the resources to attempt the job. GPO? It neither has the mission nor the resources to preserve all public electronic information indefinitely. Fortunately, the Center for Electronic Records at the National Archives has this capability. At this point, however, it is clear that all electronic data will not find its way to the Archives. And even if it does, can Archives both preserve electronic public information and provide adequate access to it for future generations?

Questions for Today

The above, with minor changes, was written six months ago and distributed at the Council meeting in Washington. Solutions seem as far away today as they were then. More and more attention, however, is being directed to the issue. The Commission on Preservation and Access and the Research Libraries Group, for instance, have recently released a 48-page white paper entitled Preserving Digital Information which deals with all digital information, not just governmental.

The following questions and speculations may be useful in addressing these issues in Memphis.

1. How can we assure that all agencies will send their electronic data to GPO or Archives? If new legislation is needed, Council might be able to help in drawing it up. GPO can serve as a service bureau to agencies who don't wish to mount their own data, but agencies may not wish to pay for this service and look for other no- or low-cost arrangements. GPO will send all data that it receives to Archives, but GPO does not get all data.
2. Council might also work on preservation language to be included in agreements between agencies and libraries when the libraries agree to be a distributor for the agency. If one of the parties dissolves the agreement, the long-term preservation of the data must be assured.
3. GPO plans to expand its role in providing access to electronic data for an as yet unspecified period of time and then turn the data over to Archives for preservation. GPO does not see that it has a long-term preservation role, but it may become necessary for GPO to take a short-term role if it has to refresh the data and perhaps migrate it to other platforms and software before it is scheduled to go to Archives.
4. How can Archives assure access to enhanced data formats? Archives now asks agencies for electronic data in ASCII format, but some data in spreadsheet format, for example, will not be very useful if reduced to ASCII. Archives has, however, begun to accept CD-ROMs from GPO.
5. Archives plans to have an electronic reading room for government data, but can it provide access to all government data in perpetuity?
6. GPO is rethinking its concept of a one-site storage facility and is looking to several official storage facilities, some of which might offer the same data at more than one site. If GPO stores more data at more sites, it will by default play a larger role in preserving data in the short term.
7. How will continually updated databases be preserved? When will GPO turn over the US Code, for example, to Archives? How will Archives handle electronic supplements?



Monthly Catalog Products Fact Sheet

[Distributed at the Depository Library Council meeting, October 1995.]

Throughout 1995, we have been engaged with initiatives to speed dissemination of bibliographic records, improve access to records via electronic means, and decrease dissemination costs. To date, we have published MOCAT records at our GPO World Wide Web (WWW) site, produced a CD-ROM prototype edition, and developed and modified a prototype for a MOCAT paper edition. All MOCAT products are based upon the complete AACR2 records produced by the Cataloging Branch.

MOCAT locator applications via the WWW:

Web access to MOCAT records published from January, 1995 through the present is available at: <http://www.access.gpo.gov/su-docs/index.html>. Both abbreviated and full records are available for searching. Records at the web site include records produced in OCLC within the previous three days. Records produced within the most current three month period have not been completely edited. Earlier records have been fully edited. Locator applications link the item number in each record to libraries that have selected each title.

MOCAT CD-ROM:

Our demonstration of a recent prototype edition of the MOCAT CD-ROM during the 1995 Annual ALA convention in Chicago was very successful. We are producing yet another prototype as the standard for a published edition. We expect to publish a CD-ROM edition beginning with the January 1996 issue. Issues will be published monthly with data cumulating from January through December of each year. The January issue will include the annual Periodical Supplement. Records will be edited and complete. Search software for this product is ReferenceBook, by Dataware Technologies, Inc. Each disk may be searched using both DOS and Windows. A subscription service has been established at \$245 per year (domestic) with first class postage.

Revised MOCAT paper edition:

To reduce overall MOCAT dissemination costs, a revised and much reduced paper edition is expected to be published beginning with the January, 1996 issue. This edition will contain abbreviated records and a single key word index. This will serve as a ready reference tool and adjunct to complete records available electronically. This edition has not yet been priced, but is expected to be significantly less than the price for the current paper edition.

Given these initiatives, and the need to reduce dissemination costs, we will cease publication of the current microfiche edition of MOCAT with the December 1995 edition and the 1995 cumulated index.

For additional information, contact:

Thomas A. Downing
Chief, Cataloging Branch
Library Programs Service
U.S. Government Printing Office

(202) 512-1121
catlps@access.digex.net

1995 Biennial Survey: Preliminary Results

Selected preliminary results of the 1995 Biennial Survey of Depository Libraries, shown below, are based on the 1182 returns in hand by Nov. 2.

INTERNET TOOLS

E-mail	#	%
For staff	1083	91.6
For primary patrons (students, faculty, etc.)	577	48.8
For the public	259	21.9
Telnet		
For staff	1058	89.5
For primary patrons (students, faculty, etc.)	684	57.9
For the public	455	38.5
FTP		
For staff	983	83.2
For primary patrons (students, faculty, etc.)	596	50.4
For the public	355	30.0
World Wide Web (graphical)		
For staff	814	68.9
For primary patrons (students, faculty, etc.)	588	49.7
For the public	439	37.1

GPO ACCESS

Registered for the GPO Federal Bulletin Board	555	47.0
Registered for GPO Access	479	40.5
Access through gateway	248	21.0
Will register within the next 2 years	327	27.7
No plans to provide GPO Access	110	9.3

HARDWARE

486 Computers with Internet access		
For staff	764	64.6
For the public	443	37.5
Have only 1 486 with Internet for the public	140	*31.6
CD-ROM capability	1063	89.9

MISC.

Monitor the GOVDOC-L listserv	882	74.6
Would drop depository status in all-electronic environment	85	7.2

* % of those who have any



Depository Libraries by Type

	#	%
Academic General	694	50.11
Public Library	283	20.43
Academic Law	156	11.26
Community College	68	4.91
Federal Agency	52	3.75
State Library	47	3.39
Court	55	3.97
Special Library	25	1.81
Service Academy	5	0.36

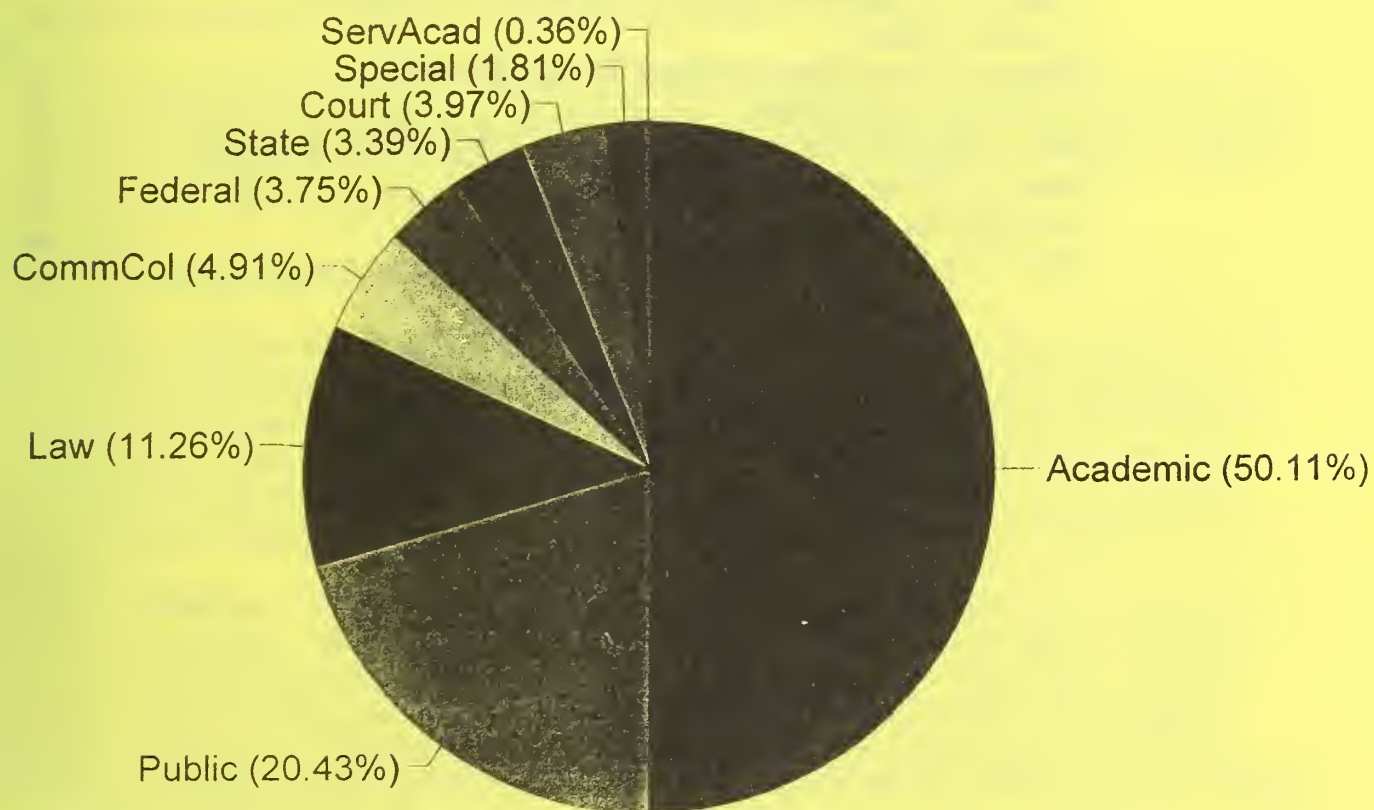


Table of Contents

Volunteers Needed for Updating the Superseded List	1
SuDocs Letter: Destroy Board of Veterans Appeals CD-ROM	2
NESE on CD-ROM Discontinued	3
Cooperative Summary of the Day on CD-ROM Distributed	4
New Contractor Producing Bound CR in Microfiche	4
Library Programs Service Named Customer of the Year	5
Readers Exchange: Depository Promotion (RI)	6
Electronic Transition in the Depository Library Program: Remarks by J.D. Young	7
Electronic Transition Staff Update: Remarks by Ric Davis	9
New Roles in the Depository Library Program: Remarks by Maggie Parhamovich	12
Scout for Government Information on the Web: Remarks by Raeann Dossett	14
Depository Administration Branch Update: Remarks by Robin Haun-Mohamed	16
Preserving Digital Information for Future Users: by Dan Clemmer	21
Monthly Catalog Products Fact Sheet	23
1995 Biennial Survey: Preliminary Results	24
Depository Libraries by Type	25

Administrative Notes is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office, for the staffs of U.S. Federal Depository Libraries. It is published on the 15th day of each month; some months have additional issues. Postmaster send address changes to:

The Editor, *Administrative Notes*
U.S. Government Printing Office
Library Programs Service, SLLD
Washington, D.C. 20401

Editor: Marian W. MacGilvray

(202) 512-1130